

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2002

The Housing Authority of the City of Annapolis

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Annapolis

PHA Number: MD001

PHA Fiscal Year Beginning: (07/2001)

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

The Housing Authority of the City of Annapolis is committed to achieving excellence in the housing industry by providing housing opportunities, self-efficient opportunities, and customer satisfaction to enhance the quality of life for very-low, low, and moderate-income residents.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☐ PHA Goal: Expand the supply of assisted housing
- Objectives:
- ☐ Apply for additional rental vouchers:
 - ☐ Reduce public housing vacancies:
 - ☐ Leverage private or other public funds to create additional housing opportunities:
 - ☐ Acquire or build units or developments
 - ☐ Other (list below)

- ☐ PHA Goal: Improve the quality of assisted housing
- Objectives:
- ☐ Improve public housing management: (PHAS score)
 - ☐ Improve voucher management: (SEMAP score)
 - ☐ Increase customer satisfaction:
 - ☐ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - ☐ Renovate or modernize public housing units:
 - ☐ Demolish or dispose of obsolete public housing:
 - ☐ Provide replacement public housing:
 - ☐ Provide replacement vouchers:
 - ☐ Other: (list below)

- ☐ PHA Goal: Increase assisted housing choices
- Objectives:
- ☐ Provide voucher mobility counseling:
 - ☐ Conduct outreach efforts to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☐ Implement voucher homeownership program:
 - ☐ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☐ PHA Goal: Provide an improved living environment
- Objectives:
- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☐ Implement public housing security improvements:
 - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☐ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- ☐ Increase the number and percentage of employed persons in assisted families:
 - ☐ Provide or attract supportive services to improve assistance recipients' employability:
 - ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Goal Number One

Investigate redevelopment alternatives, identify professional support, and potential funding sources.

By 2001, the Board of Commissioners will establish a Board Redevelopment Committee to investigate financial opportunities, redevelopment and expansion interest of HACA.

By 2002, the Executive Director will enhance relationships with city, county and state organizations with the same or similar redevelopment goals, focusing on improving the public perception of the HACA's role in the community.

The Maintenance Director will continue to develop facilities management and maintenance patterns which ensure quality curb appeal and amenities with existing properties to establish respect from the City Government, civic, and community organizations.

By 2004, the Executive Director will investigate redevelopment initiative partnership possibilities with other agencies.

Goal Number Two

Improve the public and community image of the HACA by developing and implementing a comprehensive Public Relations Plan.

By 2000, the Board of Commissioners and Executive Director will establish parameters for a superior Public Relations Program for the HACA.

By 2000, the Executive Director will designate a Public Affairs Officer who will promote the HACA on a community-wide basis.

Routinely, the Public Affairs Officer will participate in collaborative efforts for community growth and document progress in monthly reports to the Executive Director.

By 2000, the Public Relations Officer will develop a mailing list for marketing and outreach materials and assess and make recommendations to the Executive Director for efficient telecommunications to minimize complaints.

By 2001, the Maintenance Department will provide a work force with a professional image by contracting maintenance services as necessary, to promote the benefits and beautification of the City.

Goal Number Three

The HACA will increase the percentage of units meeting Uniform Physical Inspecting Standards.

By 2001, the HACA will review the effectiveness of the Preventive Maintenance Procedures and recommend changes to improve the Preventive Maintenance Plan.

By 2002, changes to the Preventive Maintenance Procedures will be implemented.

By 2004, an assessment of the uniform physical inspections will be evaluated and Uniform Physical Inspectors will be scheduled for Uniform Physical Inspections training, as needed.

Goal Number Four

The HACA will increase the level of resident satisfaction relative to maintenance.

By 2000, the HACA will establish a baseline of resident satisfaction with maintenance services by the implementation of a resident satisfaction survey.

By 2001, the HACA will develop and begin implementing a plan to enhance resident satisfaction based on the initial results of the survey.

By 2002, follow-up resident satisfaction surveys will be issued to the residents to determine the increased level of resident satisfaction relative to maintenance services.

By 2004, the Maintenance Plan will be modified to enhance the quality of services, if warranted.

Goal Number Five

The HACA shall strive to achieve its potential as an organization.

By 2001, the Board of Commissioners (Board) and Executive Director will select a consulting firm to conduct strategic planning work sessions with the Board and the Executive Director.

By 2002, the Board and the Executive Director will develop a communication process for the timely sharing of information, plans, and future programs.

By 2002, the Board will review the bylaws of the Authority to determine if they should be revised.

By 2003, the Executive Director will develop program budgets and a consolidated budget for the Authority.

By 2004, and monthly thereafter, the Executive Director will present the Board with the projected budget and actual expenditures for each program and for the Authority as a whole.

Annual PHA Plan PHA Fiscal Year 2002

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The purpose of the Agency Plan is to empower and equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while meeting its own needs. The Agency Plan contains a FY-2001-FY-2005 Five-Year Plan that includes the Authority's mission and long range goals and objectives. The FY-2002 Annual Plan addresses the Authority's immediate operations, current policies, program participants, programs and services, and the PHA's strategy for handling operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year. The Agency Plan outlines the PHA's efforts in meeting the needs of the low and very-low income population in its community as well as serves as a management, operational and accountability tool for the PHA.

Authority's residents, community leaders and organizations, and State and local authorities communicated with the Authority during the development of the Agency Plan to ensure that the needs of the residents and community were addressed in the Agency Plan. The Agency Plan is consistent with the Consolidated Plan for Anne Arundel County.

iv. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ A. Admissions Policy for Deconcentration
- ☒ FY 2001 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- ☒ B. Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals
- ☒ C. Resident Membership of the PHA Governing Board
- ☒ D. Membership of the Resident Advisory Board
- ☒ E. Community Service Requirements



F. Pet Policy

- ☒ G. Criteria for Substantial Deviation and Significant Amendments
- ☒ H. Resident Satisfaction Survey Follow-Up Plan
- ☒ Performance and Evaluation Reports (md001b01)

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☒ FY 2001 Capital Fund Program 5 Year Action Plan
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan (md001a01)
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)
RAB Comments (md001c01)
- I. Relocation of Bloomsbury Square Residents

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	3,311	5	5	2	2	3	2
Income >30% but <=50% of AMI	3,444	4	3	3	3	4	3
Income >50% but <80% of AMI	5,001	2	3	3	2	2	3
Elderly	2,501	3	3	3	4	3	4
Families with Disabilities	N/A	3	3	3	5	3	4
Black	3,197	3	3	3	3	3	3
White	9,562	3	3	3	3	3	3
Hispanic	348	3	3	3	3	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS")
dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

C. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	442		80
Extremely low income <=30% AMI	405	92%	
Very low income (>30% but <=50% AMI)	27	6%	
Low income (>50% but <80% AMI)	10	2%	
Families with children	277	63%	
Elderly families	30	7%	
Families with Disabilities	59	13%	
Black	386	87%	
White	39	9%	
Asian & Pacific	2	1%	
Indian	8	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	165	37%	30
2 BR	170	39%	31
3 BR	81	18%	13
4 BR	20	5%	4
5 BR	6	1%	2

Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes:
How long has it been closed (# of months)?
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	447		n/a
Extremely low income <=30% AMI	402	90%	
Very low income (>30% but <=50% AMI)	31	7%	
Low income (>50% but <80% AMI)	14	3%	
Families with children	348	78%	
Elderly families	24	5%	
Families with Disabilities	67	15%	
Black	393	88%	
White	36	8%	
Asian & Pacific	3	2%	
Indian	2	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	n/a	n/a	n/a
2 BR	n/a	n/a	n/a
3 BR	n/a	n/a	n/a

Housing Needs of Families on the Waiting List			
4 BR	n/a	n/a	n/a
5 BR	n/a	n/a	n/a
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☒ Other: (list below)

Strive to meet targeting goals established by HUD.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- ☒ Other: (list below)

Strive to meet targeting goals established by HUD.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)

Monitor the demand for elderly housing. (waiting list)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)

Monitor the demand for handicapped/disabled families. (waiting list)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

3. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$2,698,089	
b) Public Housing Capital Fund	\$2,098,606	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,003,788	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$271,243	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Section 8 Project-Based	\$1,447,144	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$2,434,365	PH Oper and Maint
4. Other income (list below)	\$76,200	PH Oper and Maint
Maintenance	\$20,000	PH Oper and Maint
Investment	\$50,000	PH Oper and Maint
5. Non-federal sources (list below)		
Total Resources	\$10,099,435	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☒ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☐ Housekeeping
- ☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
- ☐ Two
- ☐ Three or More

- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
☐ Overhoused
☐ Underhoused
☐ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing
Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

- a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

- b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)
- d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
- ☒ Other (describe below)
- Upon written request, the Authority will share available tenant information with prospective landlords.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant-based assistance?
(select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

If family has disabled member.

(4) Admissions Preferences

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application

☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☐ For all developments

☐ For all general occupancy developments (not elderly or disabled or elderly only)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high-rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☐ Other (list below)

- g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

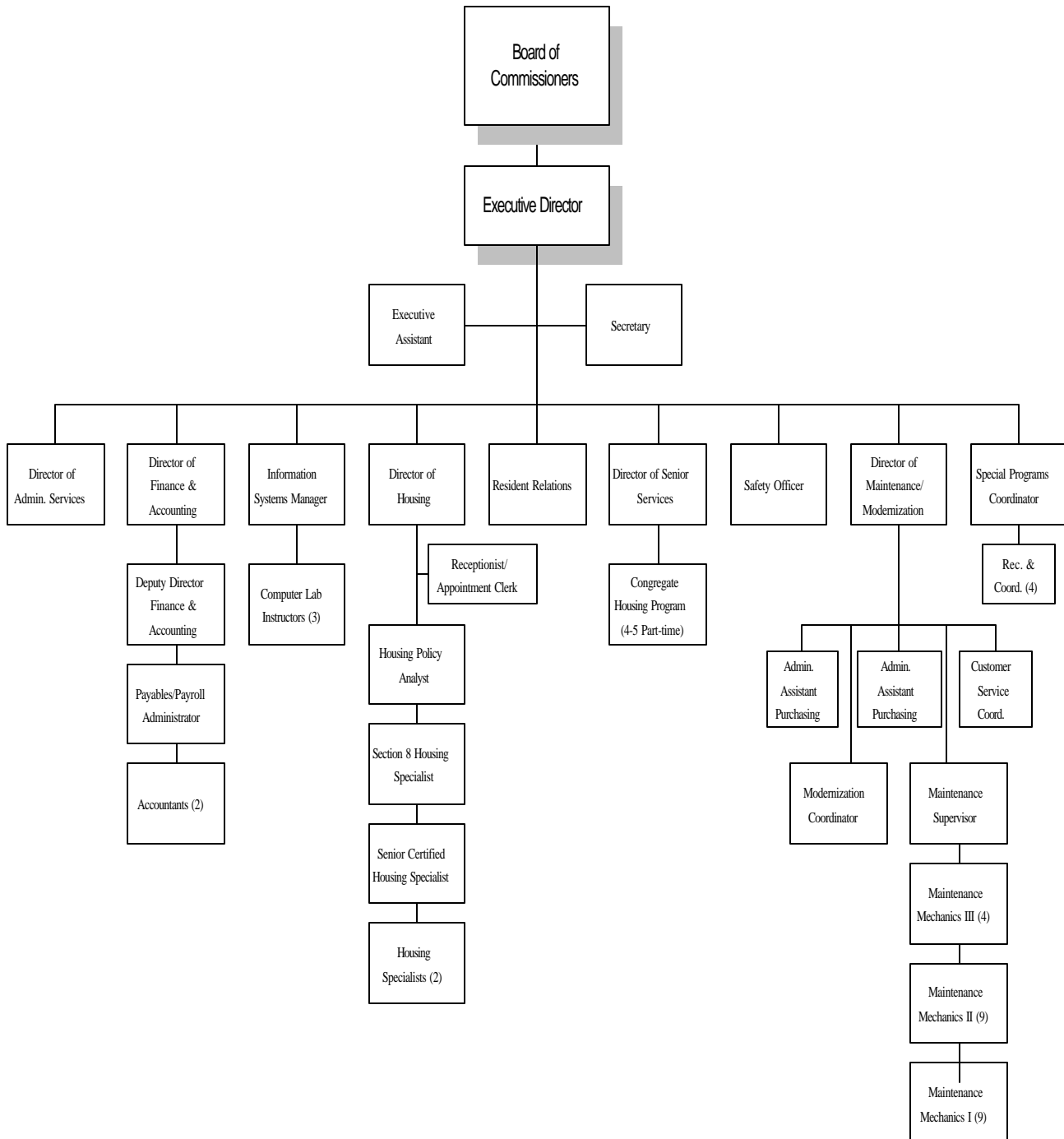
Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS

Organizational Chart



B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1,102	20%
Section 8 Vouchers	125	20%
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	1,102	20%
Other Federal Programs(list individually)		
Project-Based Section 8	204	20%

C. Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Capitalization	Maintenance	Safety
Disposition	One Strike and You’re Out	ACOP
Fair Housing	Personnel	
Insurance	Procurement	
Investment	Resident Initiatives	

(2) Section 8 Management: (list below)

Administrative Plan

7. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.
Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☒ PHA main administrative office
 - ☐ PHA development management offices
 - ☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☒ PHA main administrative office
 - ☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00150101 Replacement Housing Factor Grant No:		Federal FY of Grant: 2001	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$205,670			
3	1408 Management Improvements Soft Costs	\$326,904			
	Management Improvements Hard Costs				
4	1410 Administration	\$112,883			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$92,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$593,233			
10	1460 Dwelling Structures	\$572,750			
11	1465.1 Dwelling Equipment—Nonexpendable	\$30,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	\$164,536			

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00150101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
20	Amount of Annual Grant: (sum of lines 2-19)	\$2,098,606			
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security –Soft Costs				
	Amount of Line 20 related to Security-- Hard Costs	\$150,000			
	Amount of line 20 Related to Energy Conservation Measures	\$424,300			
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00150101 Replacement Housing Factor Grant No:					Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA-Wide	Operations		1406	LS	\$205,670				
PHA-Wide	Management Improvements								
	Resident initiatives (Section 3)		1408	LS	\$20,000				
	Security Coordinator		1408	L	\$60,000				
	Neighborhood Security		1408	LS	\$90,000				
	Job Contract System		1408	LS	\$10,000				
	Staff Training and Development		1408	LS	\$61,904				
	Grant Writer		1408	L	\$40,000				
	Program Administrator		1408	L	\$45,000				
PHA-Wide	Administration								
	Staff Salaries (Modernization Director and Modernization Coordinator)		1410	LS	\$112,883				
PHA-Wide	Fees and Costs								
	A & E Services		1430	LS	\$92,000				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Annapolis			Grant Type and Number Capital Fund Program Grant No: MD06P00150101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MD001-1 College Creek	Site Improvement – Utility Conversion to Tenant Paid		1450	108 DU	\$239,000				
	Dwelling Structures – Kitchen Modernization (Cabinets, Countertops, Range Hood and Appliances)		1460	108 DU	\$391,500				
MD001-4 Obery Court	Site Improvement – Utility Conversion to Tenant Paid. Security Lighting.		1450	56 DU	\$185,300				
	Electrical Service Devises		1450	56 DU	\$168,933				
MD001-10 Bowman Court	Dwelling Structures – Kitchen Modernization (Cabinets, Countertops, Range Hood and Appliances)		1460	50 DU	\$181,250				
PHA-Wide	Dwelling Equipment - Nonexpendable								
	Stoves and Refrigerators		1465.1	LS	\$30,000				
PHA-Wide	Contingency		1502	LS	\$164,536				
Total					\$2,098,606				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD001-1	College Creek Terrace			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
504 Compliance			\$83,780	2003
Exterior Caulking			\$120,000	2003
Mechanical & Plumbing – Sprinkler System			\$434,800	2003
Doors(Entry and Rear)			\$173,200	2004
Heating System – Replace Central with Unit Boiler/Baseboard Heat			\$343,400	2004
Total estimated cost over next 5 years			\$1,155,180	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD001-2	Eastport Terrace			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Doors (Entry and Interior)			\$146,400	2003
Re-roof Community-Recreation Building			\$130,000	2005
Total estimated cost over next 5 years			\$276,400	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD001-3	Bloomsbury Square			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Site Improvement – Utility Conversion to Tenant-Paid, Security Lighting Sidewalks, Steps, Railing, Erosion Repair 504 Compliance Administration Building – Code Upgrade			\$115,325	2002
			\$67,650	2002
			\$45,000	2005
			\$60,000	2005
Total estimated cost over next 5 years			\$287,975	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD001-4	Obery Court			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Bathroom Modernization – Sub-flooring, flooring, drywall, toilets			\$169,910	2002
Total estimated cost over next 5 years			\$169,910	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD001-5	Annapolis Gardens			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Sidewalks, Site Erosion Repair			\$12,474	2004
Utility Conversion to Tenant-Paid			\$92,500	2004
Total estimated cost over next 5 years			\$104,974	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MD001-7	Robinwood			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Bathroom Modernization – Sub-flooring, flooring, drywall, toilets and lavatories			\$230,380	2002
Mechanical and Plumbing – Community Building			\$31,500	2002
Replace Windows			\$193,200	2004
Lead-Based Paint Abatement			\$147,052	2004
Total estimated cost over next 5 years			\$602,132	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MD001-8	Newtowne 20		
Description of Needed Physical Improvements or Management Improvements			Planned Start Date (HA Fiscal Year)
Utility Conversion to Tenant-Paid			2002
Entry Doors			2003
Total estimated cost over next 5 years			

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MD001-9	Glenwood Highrise		
Description of Needed Physical Improvements or Management Improvements			Planned Start Date (HA Fiscal Year)
Exterior Restoration – Roof, Waterproofing, Caulking			2002
504 Compliance			2003
Renovation/Conversion of Efficiencies into 1 Bedroom Units			2005
Total estimated cost over next 5 years			

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MD001-10	Bowman Court		
Description of Needed Physical Improvements or Management Improvements			Planned Start Date (HA Fiscal Year)
Doors – Entry and Interior, Hardware			2002
Sidewalks, Steps, Erosion Repair, Roadway Repair			2003
Bathroom Modernization			2003
Total estimated cost over next 5 years			

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	PHA-Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Staff Training		\$20,000	2002
Resident Initiative (Sect. 3)		\$20,000	2002
Security Coordinator		\$60,000	2002
Neighborhood Security		\$90,000	2002
Jobs Contract System		\$10,000	2002
Grant Writer		\$40,000	2002
Program Administrator		\$45,000	2002
Dwelling Equipment – Nonexpendable		\$30,000	2002
Operations		\$301,457	2002
Administration – Modernization		\$112,883	2002
Fees and Cost – A & E Services		\$92,000	2002
Contingency		\$164,536	2002
Staff Training		\$20,000	2003
Resident Initiative (Sect. 3)		\$20,000	2003
Security Coordinator		\$60,000	2003
Neighborhood Security		\$90,000	2003
Jobs Contract System		\$10,000	2003
Grant Writer		\$40,000	2003
Program Administrator		\$45,000	2003
(Continued on Next Page)			

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	PHA-Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Dwelling Equipment – Nonexpendable		\$30,000	2003
Operations		\$301,457	2003
Administration – Modernization		\$112,883	2003
Fees and Cost – A & E Services		\$92,000	2003
Contingency		\$164,536	2003
Staff Training		\$20,000	2004
Resident Initiative (Sect. 3)		\$20,000	2004
Security Coordinator		\$60,000	2004
Neighborhood Security		\$90,000	2004
Jobs Contract System		\$10,000	2004
Grant Writer		\$40,000	2004
Program Administrator		\$45,000	2004
Dwelling Equipment – Nonexpendable		\$30,000	2004
Operations		\$301,457	2004
Administration – Modernization		\$112,883	2004
Fees and Cost – A & E Services		\$92,000	2004
Contingency		\$164,536	2004
(Continued on Next Page)			

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	PHA-Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Staff Training		\$20,000	2005
Resident Initiative (Sect. 3)		\$20,000	2005
Security Coordinator		\$60,000	2005
Neighborhood Security		\$90,000	2005
Jobs Contract System		\$10,000	2005
Grant Writer		\$40,000	2005
Program Administrator		\$45,000	2005
Dwelling Equipment – Nonexpendable		\$30,000	2005
Operations		\$301,457	2005
Administration – Modernization		\$112,883	2005
Fees and Cost – A & E Services		\$92,000	2005
Contingency		\$164,536	2005
Total estimated cost over next 5 years		\$2,957,628	

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- ☒ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

See Attachment I –Bloomsbury Square Relocation

9. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

10. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly <input type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA's Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for submission:
(DD/MM/YYYY)

5. Number of units affected:

6. Coverage of action: (select one)

☐ Part of the development

☐ Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

☐ 25 or fewer participants

☐ 26 - 50 participants

☐ 51 to 100 participants

☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

13. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☒ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☒ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

(select all that apply)

- ☒ Public housing rent determination policies
☒ Public housing admissions policies
☐ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	n/a	n/a
Section 8	n/a	n/a

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination
 - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - ☒ Residents fearful for their safety and/or the safety of their children
 - ☐ Observed lower-level crime, vandalism and/or graffiti

- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

All Developments

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)

Community-Oriented Policing
Installing Safety Locks in Units

2. Which developments are most affected? (list below)

All Developments

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

All Developments

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is Attachment md001a01.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☒ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? 3
5. ☒ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.
High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☒ Not applicable
 - ☐ Private management
 - ☐ Development-based accounting
 - ☐ Comprehensive stock assessment
 - ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☒ Attached at Attachment md001c01.

☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

☒ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (Anne Arundel County)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Extremely Low Income

This category is most at risk of homelessness. Approximately sixty-five percent of renters and seventy-five percent of owners in this category are cost burdened and pay in excess of 30 percent of their income for housing, with the majority of this percentage paying in excess of 50% of their income for housing. Given the low incomes these households earn, paying even 30 percent of their income for mortgage or rent leaves little money for other necessities such as food, clothing, and health care. The primary problem among both renters and owners appears to be this severe cost burden, rather than problems related to substandard or overcrowded housing.

Extremely low-income households who rent are most likely to be in public housing or receiving Section 8 rental assistance. Many of these households may be on waiting lists for public housing and rental assistance. In addition to the need for rental assistance, it is likely that these households may need supportive services such as education, job training, affordable daycare and transportation in order to improve earning potential and living standards. Extremely low-income homeowners often need assistance in maintaining their house and may not be able to keep up with the costs of general repairs thus leading to the deterioration of these units.

Low Income

Within this category, the cost burden is not as severe. It is still the primary problem, with only large rental households citing overcrowding and substandard housing as an issue. The cost burden experienced by low income renters and owners is primarily related to households paying in excess of 30 percent of their income for housing, with approximately 68 percent of all rental households and 56 percent of owner households exceeding the 30 percent threshold. From these statistics, it can be seen that the burden is more significant for rental households, and is particularly a problem for single persons and other unrelated households with 87 percent of these households experiencing a cost burden.

Low income households who own their own homes appear to be somewhat better off than renters. Rental households have a greater likelihood of cost burden being a problem. Once again, the data points to a need for rental assistance. These households would also benefit from improved transportation and job training services to increase their earning potential.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

A. Deconcentration Policy

It is The Housing Authority of the City of Annapolis's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority of the City of Annapolis will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

Attachment B

Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals

Goal #1

- January 2001 – Board of Commissioners approved contract to hire firm to conduct property assessment. The study will include the economic feasibility of performing further modernization work in all communities, given their current conditions, to determine the economic potential for developing replacement public housing.

The firm will visit all sites and utilize architects, mechanical, electrical, plumbing and structural engineers, and land appraisers to complete a comprehensive physical survey of unit sites and structures.

A complete final report will be provided to the Board including a description of existing conditions, recommendations for required repairs, conceptual budget repairs and replacement as appropriate.

This document will be the basis for the Board to form their Redevelopment Committee to investigate financial opportunities, redevelopment expansion interest of HACA and create a strategic plan for HACA's future.

- The results of a resident survey indicated that trash on properties was a significant problem. HACA purchased a new trash cleaning machine that is manned daily and adheres to a rotation schedule that includes all communities. The improvement was immediate and continues. Additionally, HACA hired a professional landscape service for lawn and tree maintenance. These projects have provided much improved curb appeal and will continue subject to continue levels of HUD funding.

Goal #2

HACA has begun to move toward a superior Public Relations Program. A high quality, informative newsletter is mailed to every public housing resident, local, county, state, federal politicians and agencies. Newsletter copies are also mailed to approximately 110 people monthly.

The Executive Director's monthly Board reports are provided to approximately 40 other individuals other than Board members, local newspapers and provided to meeting attendees.

The Executive Director has developed a PowerPoint presentation to communicate housing information and programs to civic, political and other community organizations.

This year's Annual Report was presented in the form of a pocket planner. More than twelve hundred were distributed. Information and pictures highlight major accomplishments of HACA.

HACA's website, **Error! Bookmark not defined.** is kept current and includes Board reports, newsletters, lease, admissions and occupancy policy, etc.

HACA's resident website, **Error! Bookmark not defined.** showcases resident accomplishments.

Revised resident handbooks were developed for prospective residents of Glenwood High-rise.

HACA won national awards from NAHRO for M.E.O.W. (Museum Education on Wheels) Bus and Inspection Maintenance Team. From HUD HACA won two "Simply The Best" awards (M.E.O.W. Bus and Safe Community Enforcement) and was chosen as one of only one hundred in the Nation for HACA 1000 in 2000 Computer Certificate program as "Best of the Best".

New Goal – Create brochure with information about HACA for prospective residents.

Goal 3

HACA's efforts regarding preventive maintenance began with its new Inspection Maintenance Team. A work van was purchased and outfitted so extensive repairs and prevention could be accomplished during the annual inspection.

By 2001, HACA will review the effectiveness of the Preventive Maintenance Procedures and recommend changes to improve the Preventive maintenance Plan.

The Preventive Maintenance Procedures established and followed during 2000 have already resulted in 56% fewer emergency and routine work orders being generated. Regular Systems inspections have provided the opportunity to not only perform regular maintenance on important equipment, extending life and usefulness, but also the opportunity to replace worn equipment with state-of-the-art energy efficient components.

Changes recommended for the Preventive Maintenance Plan:

- Adopt and implement the use of standardized replacement equipment in every public housing community, wherever possible.
- Structure and formalize the use of contracted landscape maintenance service vendors as the primary source for regularly maintaining landscaping and grounds in each public housing community year round.
- Develop alternative methods in using “teams” of maintenance staff for efficiently performing repairs and other preventive maintenance tasks.

Goal 4

A new staff person was hired in 2000 to address public relations from a resident and community perspective. She reports to the Executive Director regularly and has started to compile a list of agencies that can offer services to HACA. She will continue to work towards a mailing list for marketing and outreach.

Work by the Inspection Maintenance team proved beneficial in providing more satisfaction of residents

Attachment C

Resident Membership of the PHA Governing Board

Name: Anita Tyler
Term and Expiration: 5 Years, expires July 31, 2004
Method of Selection: Appointed by the Mayor of Annapolis

Attachment D

Membership of the Resident Advisory Board

<u>Name</u>	<u>Development</u>
David Harris (President)	Robinwood
Loretta Hall	Robinwood
Agnes Mack (Treas.)	Bloomsbury Square
George Clark (President)	Bloomsbury Square
Karen Johnson (Sec.)	Bloomsbury Square
Mark Beavers (President)	O'Bery Court/College Creek Terrace
Preston Holland	Annapolis Gardens/Bowman Court
Patricia Holiday	Annapolis Gardens/Bowman Court
Kernell Hunt (President)	Annapolis Gardens/Bowman Court
Estelle Sharp (Vice Pres.)	Annapolis Gardens/Bowman Court
Karenne Blunt (President)	Harbour House/Eastport Terrace
Sherri White (Vice Pres.)	Harbour House/Eastport Terrace
Teresa Davis (Asst. Sec.)	Harbour House/Eastport Terrace
Ada Bailey (Treas.)	Harbour House/Eastport Terrace
Helen Wallace (Sec.)	Harbour House/Eastport Terrace
Nicholas Ferraro (President)	Glenwood High-rise
Vivian Holland	Newtowne 20

Attachment E - Community Service Requirements

As a condition of continued occupancy, excluding residents under Exemptions below, each adult resident of the Housing Authority shall:

- a. Contribute eight (8) hours per month of community service (not including political activities) within the community in which that adult resides; or,
- b. Participate in an economic self-sufficiency program for eight (8) hours per month.

Exemptions

Exemptions to the above requirement shall be made for any individual who:

- a. Is 62 years of age or older;
- b. Is a blind or disabled individual defined under section 216(i)(1) or 1614 of the Social Security Act (42 USC 416(i)(1); 1382c) and who is unable to comply with this section, or is a primary caretaker of such individual;
- c. Is engaged in a work activity (as such term is defined in section 407(d) of the Social Security Act (42 USC 607(d), as in effect on and after July 1, 1997)
- d. Meets the requirements for being exempted from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act (42 USC 601 et seq) or under any other welfare program of the state in which the public housing agency is located, including a state-administered welfare-to-work program; or,
- e. Is in a family receiving assistance under a state program funded under part A of title IV of the Social Security Act (42 USC 601 et seq) or under any other welfare program of the state in which public housing agency is located, including a state administered welfare-to-work program, and has not been found by the state or other administering entity to be in noncompliance with such program.

Annual Determinations

For each public housing resident, the Housing Authority shall, thirty (30) days before the expiration of each lease term of the resident, review and determine the compliance of the resident with the requirement. Such determinations shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

Noncompliance

If the Housing Authority determines that a resident subject to the requirement is non-compliant, the Housing Authority shall notify the resident in writing of such noncompliance. The written notification shall state that the determination of noncompliance is subject to the administrative grievance procedure and that failure by the resident to enter into an agreement, before the expiration of the lease term, to cure any noncompliance by participating in an economic self-sufficiency program for, or contributing to community service, as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease, may be cause for lease termination.

The Housing Authority shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member subject to the requirement who has been determined to be not compliant with the requirement and has failed to attempt to cure the noncompliance.

Attachment F - Pet Policy

HACA allows pet ownership in its developments with written pre-approval of the Housing Authority. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold HACA harmless from any claims caused by an action or inaction of the pet. This policy does not apply to animals that are used to assist persons with disabilities. The purpose of this attachment is to highlight some of the guidelines any resident must follow in owning a pet. The full policy is available at the Authority's main office.

The policy defines common household pets and how many pets a resident is allowed to keep on the premises.

Every pet must be registered with the Housing Authority's management prior to moving the pet into the unit and updated annually thereafter.

Every dog and cat must wear the appropriate local animal license, a valid rabies tag. All licenses and tags must remain current.

The policy states how each pet must be restrained when not in the owner's apartment.

Sanitary standards and waste disposal are discussed in the policy.

The policy states what happens when a pet violation occurs and how that violation is resolved.

A nonrefundable "Pet Fee" will be required for all pets. the "Pet Fee" must be paid in advance and is to be used to pay reasonable operational costs to the development. The amount of the pet fee is \$75.00.

Attachment G

Criteria for Substantial Deviation and Significant Amendments

Substantial Deviation from the 5-year Plan:

A “Substantial Deviation” from the 5-Year Plan is an overall change in the direction of the Authority pertaining to the Authority’s Goals and Objectives. This includes changing the Authority’s Goals and Objectives.

Significant Amendment or Modification to the Annual Plan:

A “Significant Amendment or Modification” to the Annual Plan is a change in a policy or policies pertaining to the operation of the Authority. This includes the following:

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items over \$100,000(items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Required Attachment H : Resident Assessment and Satisfaction Survey Follow-Up Plan

Overview

The results of the Resident Service and Satisfaction Survey indicated that the Housing Authority of the City of Annapolis received a score of 61.4% under the Communications section, a 71.1% under the Safety section, a 76.6% under the Services section, a 79.8% in the Maintenance section and a 55.0% under the Neighborhood Appearance section. As a result, the Authority is required to include this Resident Assessment Follow-Up Plan for any sections that received a score below 75%.

Our Authority is interested in addressing any real or perceived concerns that the residents may have regarding communication, safety, services and neighborhood appearance. We will strive to make any necessary and appropriate improvements to our management operations and address all safety issues. Unfortunately, we are unable to address the specific concerns expressed by the residents because we have been unable to obtain the detailed information from HUD.

Resident Survey

In the absence of any specific information from HUD relating to the concerns expressed by the residents in the Survey, we determined that our best course of action was to discuss our goals pertaining to the scores we have received.

Communication

GOAL: To provide quality customer service and improve the quality of communication to all residents.

ACTION: The Authority will strive to make communication a more effective tool for the Authority. The Authority has implemented the use of a website and newsletter to provide information on services and programs to the Authority's residents. The improvement of this area will be discussed with the RAB to determine new steps that can be taken to improve communication.

Safety

GOAL: To address the concern of residents pertaining to safety and security outlined in the Resident Service and Satisfaction Survey; develop programs that focus on improving security.

ACTION: Before a formal plan is developed, the Authority will try to determine the specific safety concerns of the residents by discussing issues with the

residents. After these concerns are determined, then a plan of action will be developed.

Neighborhood Appearance

GOAL: To improve the overall neighborhood appearance.

ACTION: The Authority shall achieve proper curb appeal for its public housing developments by improving landscaping, keeping its grass cut, making properties litter free and other actions. This will be an on-going process.

Attachment I

Bloomsbury Square Relocation

The Housing Authority of the City of Annapolis has been approached by the Maryland Department of Housing and Community Development to relocate the residents of Bloomsbury Square. The relocation would allow the State to proceed with the much needed expansion of the Lowe House Office Building.

Proposed Project Outline and Description

The State, through the Department of General Services (DGS) will convey to the HACA the land on which all 52 new units are to be constructed. One will be used for community space. After the construction of 21 new townhouses on the Project Site, the residents of the three Bloomsbury Square buildings located closest to the Lowe House Office Building will relocate to the project site. The parcel of land on which these three buildings is located will then be conveyed to DGS to allow for the expansion of the Lowe House Office Building. This will be Phase I of the Project. After Phase I is completed, an additional 30 units will be built on the Project Site for the remaining Bloomsbury Square residents. This will be Phase II of the Project.

The terms and conditions of the above described land exchange will need to be discussed between the HACA and the DGS.

The Project is to consist of 51 two-story townhouses, with each townhouse containing approximately 1,200 square feet. Each townhouse will have central air conditioning and heat, a dishwasher and washer and dryer hook-ups. The rent calculation formulas, in place at the time of relocation, for the Bloomsbury Square residents will remain in place for the replacement units.

Department and Local Requirements

The DHCD's proposed funding source for the Project is the Partnership Rental Housing Program (PRHP), codified at Article 83B, Section 2-1106 et seq. of the Annotated Code of Maryland (the Act). The Project must comply with the requirements of the Act. These requirements include; (i) the HACA contributing from nonstate sources the land for the Project or its cash equivalent; (ii) the HACA having an ownership interest in the project; (iii) renting those units financed by PRHP to households whose gross annual income at initial occupancy does not exceed 50% of the statewide median income for a household of like size; and (iv) tenants contributing services to enhance or maintain the Project of community in a manner acceptable to the HACA and the DHCD. Units financed with sources other than PRHP funds may be subject to different occupancy requirements.

All local zoning and land use issues, if any, must be satisfactorily resolved by the Housing Authority before construction begins.

Costs and Sources of Funds

The cost of completing Phase I is estimated to be approximately \$3,085,000, not including the value of the land to be contributed by the HACA. The DHCD proposes to fund approximately \$1,785,000 of Phase I from PRHP. The cost of completing Phase II will be approximately \$4,407,150, not including the value of the land to be contributed by the Housing Authority. The DHCD proposes to fund approximately \$2,550,000 of Phase II from PRHP, subject to such funds being appropriated to the DHCD. The costs of Phase I and II are estimates only. Actual costs will depend on several factors, including project design, contractor's costs, developer fees and other factors which may be beyond the control of the development team. It is anticipated that the funding gaps will be met with additional State or federal funds.

Project Developer

The HACA will be responsible for selecting the developer of the Project and will consult with the DHCD and the residents of Bloomsbury Square regarding the selection of a developer.

Time Frames

It is estimated that Phase I will be completed within the next 18 to 24 months. The HACA must obtain all necessary approvals from the City of Annapolis and the United States Department of Housing and Urban Development.

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$271,243

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X

C. FFY in which funding is requested: 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

This grant will continue successful activities designed to reduce crime in public housing, resulting in a five point reduction in arrests of Annapolis public housing residents by 2004. Expanded community-oriented policing will reduce drug activity on public housing streets by 20 percent by 2004. Implementation of a master lock system will increase resident security and reduce incidence of theft/burglary. Computer training will help youth improve school performance and give adults better access to information and job skills. After-school and summer enrichment programs will offer challenging physical, cultural, and academic activities to broaden horizons and improve self-esteem.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
College Creek Terrace	106	170
Eastport Terrace	84	195
Bloomsbury Square	51	98
Obery Court	56	175
Annapolis Gardens	100	380
Harbour House Apartments	273	509
Robinwood	149	530
Newtowne 20	78	270
Glenwood High Rise	154	155
Bowman Court	50	211

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months _____ 12 Months _____ 18 Months _____ 24 Months X Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	250,000	MD06DEP0010195	Fully Expended	None	Closed Out
FY 1996	250,000	MD06DEP0010196	Fully Expended	None	Closed Out
FY 1997	300,000	MD06DEP0010197	Fully Expended	None	Closed Out
FY 1998	300,000	MD06DEP0010198	Fully Expended	None	Closed Out
FY 1999	242,660	MD06DEP0010199	\$224,640	None	6/2001
FY 2000	253,062	MD06DEP0010100	\$114,942	None	8/2002

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

Our PHDEP strategy asserts that crime and drug use among public housing residents stems from two main factors; the presence of drug dealers and other criminals from outside public housing who find these properties convenient locales to do business, and the apathy and hopelessness felt by many public housing residents about improving their lives, especially the young. Our strategy addresses the first factor through intensive community-oriented policing and physical security measures to make public housing properties unattractive locations for illicit activity. We address the second factor through programs aimed mainly at youth to help them succeed in school and to achieve in sports and cultural pursuits (dance and drama). These programs build self-esteem and create momentum for self-improvement. Programs rely on partnerships with professionals in the community: with select officers from the Annapolis Police Department for community policing; with youth organizations such as Boys & Girls Clubs, Annapolis Children’s Theater, Expressions Dance Program, Chesapeake Children’s Museum, and/or other for prevention programs; with civic-oriented businesses such as Usinternetworking for computer training. For program monitoring, each activity coordinator is required to report statistical information on participation and performance monthly. An ongoing resident survey gives insight into resident satisfaction with services and perceived needs. The evaluator provides special reports and analyses as needed. Law enforcement statistics will be used to assess progress towards crime reduction.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY <u>2000</u> PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$100,000
9120 - Security Personnel	0
9130 - Employment of Investigators	0
9140 - Voluntary Tenant Patrol	0
9150 - Physical Improvements	\$20,000
9160 - Drug Prevention	\$133,583
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	\$17,660
TOTAL PHDEP FUNDING	\$271,243

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$100,000		
Goal(s)	Through enhanced law enforcement, reduce incidence of drug-related activity on Housing Authority properties.						
Objectives	Reduce drug activity by 20% by 2004.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.Safe Communities (community-oriented policing)			1/2002	12/2004	\$100,000		Police statistics on removed loiterers and suspected drug distribution will initially rise because of more law active law enforcement, then fall.

9150 - Physical Improvements					Total PHDEP Funding: \$20,000		
Goal(s)	Enhance security of residents.						
Objectives	Reduce break-ins and thefts through installation of a master lock system. This grant will finance Phase 1 in Bowman Court and Eastport Terrace						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Lighting Improvements			1/2002	12/2004	\$20,000		1 – resident perception of safety (measured by resident survey) 2 – reduced burglary/theft reports
2.							
3.							

9160 – Drug Prevention					Total PHDEP Funding: \$133,583		
Goal(s)	Increase individual and social skills and self-worth of public housing residents in order to strengthen their resistance to drug use.						
Objectives	300 youth and adults will participate actively in sports, clubs, and training offered annually.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Computer Training	200/yr	90% youth, 10% adults, all neighborhoods	1/2002	12/2004	\$58,583	\$10,000 (private & gov't donors)	-class participation records -teachers' assessment of student progress
2.After-school/summer programs	100/yr	Elementary to high school students	1/2002	12/2004	\$60,000		-activity participation records -activity directors' assessments of student progress
3.Transportation	300/yr	All who need transport to above programs	1/2002	12/2004	\$15,000	\$10,000 (HACA OE)	-transportation logs

9190 - Other Program Costs					Total PHDEP Funds: \$17,660		
Goal(s)	Improve quality and effectiveness of PHDEP Programs						
Objectives	Use survey, monitoring and evaluation tools to assess resident needs and satisfaction and to guide programming decisions.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDep Funding	Other Funding (Amount /Source)	Performance Indicators
1.HUD survey			1/2002	12/2004	\$4,000		-completed annual survey
2.HACA resident survey			1/2002	12/2004	\$4,000		-semi-annual report of results
3.Evaluation			1/2002	12/2004	\$9,660		-ongoing program monitoring & evaluation

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activity 1	\$40,000	Activity 1	\$100,000
9120				
9130				
9140				
9150	Activity 1	\$20,000	Activity 1	\$20,000
9160	Activity 1,2,3	\$35,000	Activity 1,2,3	\$55,000
9170				
9180				
9190	Activity 1,2,3	\$10,000	Activity 1,2,3	\$15,000
TOTAL		\$105,000		\$180,000

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00170798 Replacement Housing Factor Grant No:			Federal FY of Grant: 1998
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/00 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	\$305,000.00	\$320,088.60	\$320,088.60	\$302,317.52
	Management Improvements Hard Costs				
4	1410 Administration	\$112,883.00	\$112,883.00	\$112,883.00	\$112,883.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$81,500.00	\$81,500.00	\$81,500.00	\$67,338.90
8	1440 Site Acquisition				
9	1450 Site Improvement	\$267,900.00	\$0.00	\$0.00	
10	1460 Dwelling Structures	\$773,560.00	\$837,943.75	\$837,943.75	\$644,972.39
11	1465.1 Dwelling Equipment—Nonexpendable		\$173,066.29	\$173,066.29	\$2,325.45
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$33,000.00	\$74,961.36	\$74,961.36	\$73,061.18
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	\$26,600.00	\$0.00	\$0.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2-19)	\$1,600,443.00	\$1,600,443.00	\$1,600,443.00	\$1,202,898.44
	Amount of line 20 Related to LBP Activities				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00170798 Replacement Housing Factor Grant No:			Federal FY of Grant: 1998
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/00 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security –Soft Costs	\$150,000.00	\$90,000.00	\$90,000.00	\$90,000.00
	Amount of Line 20 related to Security-- Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00170798 Replacement Housing Factor Grant No:					Federal FY of Grant: 1998		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA-Wide	Operations		1406		\$0.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	Management Improvements								
	Neighborhood Security		1408		\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	
	Training and Development		1408		\$20,000.00	\$29,977.74	\$29,977.74	\$29,977.74	
	Security Coordinator		1408		\$60,000.00	\$0.00	\$0.00	\$0.00	
	Construction Specialist		1408		\$40,000.00	\$0.00	\$0.00	\$0.00	
	Resident Initiative		1408		\$35,000.00	\$0.00	\$0.00	\$0.00	
	Computer Software/Training		1408		\$60,000.00	\$105,009.78	\$105,009.78	\$105,009.78	
	Program Administrator		1408		\$0.00	\$45,000.00	\$45,000.00	\$45,000.00	
	Grant Writer		1408		\$0.00	\$40,111.08	\$40,111.08	\$22,340.00	
	Management Needs Assessment		1408		\$0.00	\$9,990.00	\$9,990.00	\$9,990.00	
PHA-Wide	Administration								
	Modernization Administration		1410		\$112,883.00	\$112,883.00	\$112,883.00	\$112,883.00	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00170798 Replacement Housing Factor Grant No:				Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA-Wide	Fees and Cost								
	Architectural and Engineering Support		1430		\$81,500.00	\$81,500.00	\$81,500.00	\$67,338.00	
MD001-4 Obery Court	Erosion Repair		1450		\$52,000.00	\$0.00	\$0.00	\$0.00	
	Window Replacement		1460		\$58,000.00	\$0.00	\$0.00	\$0.00	
	Mechanical/Plumbing/Heating		1460		\$129,800	\$116,228.40	\$116,228.40	\$116,228.40	
	Roof, Shingle Replacement		1460		\$0.00	\$54,909.35	\$54,919.35	\$54,919.35	
MD001-9 Glenwood Highrise	Security Lighting		1450		\$5,000.00	\$0.00	\$0.00	\$0.00	
MD001-10 Bowman Court	Renovation of Community Building		1460		\$23,300.00	\$0.00	\$0.00	\$0.00	
MD001-1 College Creek	Window Replacement		1460	108 Units	\$57,400.00	\$0.00	\$0.00	\$0.00	
	Boiler Replacement		1460		\$0.00	\$4,662.50	\$4,862.50	\$4,862.50	

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

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Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of the City of Annapolis			Grant Type and Number Capital Fund Program No: MD06P00170798 Replacement Housing Factor No:				Federal FY of Grant: 1998
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide	6/30/00	9/30/00	9/30/00	6/30/01	12/31/01		
MD001-2 Eastport Terrace	6/30/00	9/30/00	9/30/00	6/30/01	12/31/01		
MD001-3 Bloomsbury Square	6/30/00	9/30/00	9/30/00	6/30/01	12/31/01		
MD001-4 Obery Court	6/30/00	9/30/00	9/30/00	6/30/01	12/31/01		
MD001-8 Newtowne	6/30/00	9/30/00	9/30/00	6/30/01	12/31/01		
MD001-9 Glenwood Highrise	6/30/00	9/30/00	9/30/00	6/30/01	12/31/01		
MD001-10 Bowman Court	6/30/00	9/30/00	9/30/00	6/30/01	12/31/01		

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00170899 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/00 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	\$325,000.00	\$367,752.60	\$66,314.95	\$66,314.95
	Management Improvements Hard Costs				
4	1410 Administration	\$112,883.00	\$112,883	\$112,883.00	\$31,531.38
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$91,621.00	\$91,621.00	\$47,000.00	\$26,130.07
8	1440 Site Acquisition				
9	1450 Site Improvement	\$482,000.00	\$583,522.23	\$25,000.00	\$15,575.71
10	1460 Dwelling Structures	\$47,700.00	\$85,557.74	\$46,607.09	\$46,607.09
11	1465.1 Dwelling Equipment—Nonexpendable	\$639,560.00	\$521,115.81	\$290,555.81	\$219,122.10
12	1470 Nondwelling Structures		\$13,465.22	\$13,465.22	\$13,465.22
13	1475 Nondwelling Equipment		\$62,847.00	\$62,847.00	\$62,847.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	\$140,000.00	\$0.00	\$0.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2-19)	\$1,838,764.00	\$1,838,764.00	\$664,622.71	\$481,593.16
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00170899 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/00 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line 20 Related to Security –Soft Costs	\$150,000.00	\$132,324.00	\$2,883.95	\$2,883.95
	Amount of Line 20 related to Security-- Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures	\$50,000.00	\$0.00	\$0.00	\$0.00
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00170899 Replacement Housing Factor Grant No:					Federal FY of Grant: 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MD001-1 College Creek Terrace	Site Improvements		1450		\$0.00	\$25,000.00	\$25,000.00	\$15,575.71	
	Electrical Update		1460		\$0.00	\$47,000.00	\$47,000.00	\$18,597.06	
MD001-2 Eastport Terrace	Site Improvements – Sidewalks, steps, retaining walls, erosion repair, landscaping, and playground.		1450		\$150,000.00	\$135,152.00	\$0.00	\$0.00	
MD1-4 Obery Court	Site Improvements		1450		\$0.00	\$139,673.00	\$0.00	\$0.00	
	Roof/Shingle Replacement		1460	9 Buildings	\$47,700.00	\$38,557.74	\$38,557.74	\$28,010.03	
MD001-7 Robinwood	Site Improvements – Sidewalks and Retaining Walls		1450		\$165,500.00	\$139,673.00	\$0.00	\$0.00	
MD001-8 Newtowne 20	Site Improvements – Sidewalks, steps, retaining walls, erosion repair		1450		\$165,500.00	\$141,625.33	\$0.00	\$0.00	
MD001-7 Robinwood	Dwelling Equipment – Mechanical and Plumbing(Furnaces, thermostats, hot water heaters, flues)		1465.1	150 Units	\$249,000.00	\$71,433.71	\$71,433.71	\$0.00	
	Dwelling Equipment – Electrical		1465.1		\$39,560.00	\$39,560.00	\$0.00	\$0.00	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00170899 Replacement Housing Factor Grant No:					Federal FY of Grant: 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	(Electrical devices, Community Building – Code Upgrade)								
MD001-8 Newtowne 20	Dwelling Equipment – Electrical (Update existing electrical service, electrical devices and fixtures)		1465.1		\$191,000.00	\$191,000.00	\$0.00	\$0.00	
MD001-9 Glenwood Highrise	Dwelling Equipment – Electrical (Elevator Renovation and Upgrade)		1465.1		\$160,000.00	\$219,122.10	\$219,122.10	\$219,122.10	
	Laundry Conversions – Equipment		1475.1		\$0.00	\$62,847.00	\$62,847.00	\$62,847.00	
	Laundry Room Conversions				\$0.00	\$13,465.22	\$13,465.22	\$13,465.22	
PHA-Wide	Contingency		1502		\$140,000.00	\$0.00	\$0.00	\$0.00	

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Annapolis			Grant Type and Number Capital Fund Program No: MD06P00170899 Replacement Housing Factor No:				Federal FY of Grant: 1999
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide		12/31/01			12/31/02		
MD001-1 College Creek Terrace		12/31/01			12/31/02		
MD001-2 Eastport Terrace		12/31/01			12/31/02		
MD001-4 Obery Court		12/31/01			12/31/02		
MD001-7 Robinwood		12/31/01			12/31/02		
MD001-8 Newtowne 20		12/31/01			12/31/02		
MD001-9 Glenwood Highrise		12/31/01			12/31/02		

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00150100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/00 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$205,670.00	\$205,670.00	\$205,670.00	\$205,670.00
3	1408 Management Improvements Soft Costs	\$300,000.00	\$411,340.00	\$45,000.00	\$13,747.46
	Management Improvements Hard Costs				
4	1410 Administration	\$112,883.00	\$112,883.00	\$0.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$92,000.00	\$92,000.00	\$63,760.36	\$5,684.26
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$1,046,468.00	\$1,046,468.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$90,145.00	\$90,145.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$45,000.00	\$45,000.00	\$0.00	\$0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	\$164,536.00	\$53,196.00	\$0.00	\$0.00
20	Amount of Annual Grant: (sum of lines 2-19)	\$2,056,702.00	\$2,056,702.00	\$314,430.36	\$225,101.72
	Amount of line 20 Related to LBP Activities				
	Amount of line 20 Related to Section 504 compliance				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00150100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/00 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line 20 Related to Security –Soft Costs	\$150,000.00	\$90,000.00	\$0.00	\$0.00
	Amount of Line 20 related to Security-- Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program Grant No: MD06P00150100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA-Wide	Operations		1406		\$205,670.00	\$205,670.00	\$205,670.00	\$205,670.00	
	Management Improvements								
	Neighborhood Security		1408		\$90,000.00	\$90,000.00	\$0.00	\$0.00	
	Security Coordinator		1408		\$60,000.00	\$0.00	\$0.00	\$0.00	
	Resident Initiative		1408		\$20,000.00	\$20,000.00	\$0.00	\$0.00	
	Job Contract System		1408		\$10,000.00	\$10,000.00	\$0.00	\$0.00	
	Resident Trainees, Software		1408		\$20,000.00	\$20,000.00	\$0.00	\$0.00	
	Grant Writer		1408		\$40,000.00	\$40,000.00	\$0.00	\$0.00	
	Preventive Maintenance Training		1408		\$15,000.00	\$15,000.00	\$0.00	\$0.00	
	Program Administrator		1408		\$45,000.00	\$180,000.00	\$45,000.00	\$13,747.46	
	Staff Training and Development		1408		\$0.00	\$36,340.00	\$0.00	\$0.00	
PHA-Wide	Administration								

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

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Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

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Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part III: Implementation Schedule**

PHA Name: Housing Authority of the City of Annapolis		Grant Type and Number Capital Fund Program No: MD06P00150100 Replacement Housing Factor No:					Federal FY of Grant: 2000
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Operations	12/31/02			12/31/03			
Mgmt Improvements	12/31/02			12/31/03			
Administration	12/31/02			12/31/03			
MD001-3 Bloomsbury Square	12/31/02			12/31/03			
MD001-4 Obery Court	12/31/02			12/31/03			
MD001-6 Harbour House	12/31/02			12/31/03			
MD001-7 Robinwood	12/31/02			12/31/03			
MD001-8 Newtowne 20	12/31/02			12/31/03			
MD001-10 Bowman Court	12/31/02			12/31/03			

COMMENTS OF THE RAB BOARD ON HACA'S ANNUAL PLAN

I. INTRODUCTION

The Resident Advisory Board (RAB), through counsel, Janet E. LaBella and the Legal Aid Bureau, Inc., submits these comments on the Annual Plan proposed by the Housing Authority of the City of Annapolis. HUD Notice 2001-4 requires the Housing Authority to list the members of the Resident Advisory Board in the Annual Plan and to include the Resident Advisory Board's Comments in its report to HUD. Moreover, HUD encourages the Housing Authority to meet with the RAB during the Annual Plan development.

Here, the Housing Authority has incorrectly listed the membership of the RAB on page 66 of the Annual Plan, by omitting some officers (e.g., George Clark, President of Bloomsbury Square Resident Council) and including persons who are not current officers (e.g., Anita Tyler and Kernell Hunt). While the residents have been working to hold new elections, the Housing Authority does not have the liberty to name persons as members of the Resident Advisory Board. See letter to Howard Pinskey, Board Chair dated 11/15/00. In any event, the Housing Authority failed to meet with the RAB to discuss the Annual Plan development. It has left Section 18 on page 58 regarding Resident Advisory Board Recommendations blank. The RAB is submitting these Comments and notes that the Housing Authority **MUST** attach them to the Annual Plan submitted to HUD. The Housing Authority must also state the manner in which it addressed the RAB Comments.

II. MISSION STATEMENT AND GOALS

In its Comments to the HACA Agency Plan, the RAB requested inclusion on the Board Redevelopment Committee, included in Goal One. The Housing Authority has not invited a resident to be a member or sit in on this committee's meetings. The RAB urges the Housing Authority to invite resident participation. The Housing Authority notes on page 62 that the results of a resident survey indicated that "trash on properties was a significant problem". It remains so. The landscaping service has done little to improve the yards surrounding the public housing communities. Many remain dirt or are now simply mulched.

In its Comments to the Agency Plan, the RAB requested that residents be given the opportunity to participate in the maintenance work force, referenced in Goal Two. The RAB continues to request this. Also, as noted in its earlier Comments, the goal of increasing compliance with housing quality standards should include a specific goal, such as 95% of units by 2002. The Housing Authority continues to need to address improving the condition of units and the maintenance response. Goals Three and Four. Because of Housing Authority practices of billing residents for virtually all repairs, regardless of cause, and permitting the often rude comments of maintenance staff, many residents fail to call in requests for maintenance. Residents should be billed only if the repair was necessitated by household negligence or fault. All maintenance staff should treat residents with respect.

The Resident Advisory Board questions the methodology of the Resident Service and Satisfaction Survey referenced on page 70. The Housing Authority indicates the "score" in each category, but does not state the total number of responses in each category or how the "score" was determined. Nor does the Housing Authority state the method of receiving resident responses. Were the surveys sent in the mail to all residents, or passed out to a select group of residents? The Housing Authority leases over 1,000 units. The number of responses is necessary to determine whether the survey has any merit. The RAB recommends that a survey be taken of all resident households and administered by each community's resident council.

III. HOUSING NEEDS

The Annual Plan lists 442 families on the wait list for public housing. It states that the annual turnover is 80 units. It would be helpful in analyzing the housing needs of the Annapolis low-income community to know the anticipated time applicant families are on the wait list for various bedroom size units. The information regarding Section 8 vouchers is even more sparse. The Annual Plan states that there is a wait list of 447 for Section 8, yet fails to include an annual turnover. It is important that the community know the projected turnover of units. On page 30, the Housing Authority states that the expected turnover is 20% of 56 Section 8 vouchers and 20% of 59 Section 8 certificates. Does this mean that the anticipated turnover is 23 units? While it is a laudable goal to market the Section 8 program outside areas of poverty, the Annual Plan provides no indication that any attempts at this have been made.

IV. ADMISSIONS AND OCCUPANCY

As noted in its Comments to the Agency Plan, the Resident Advisory Board believes that preferences for homelessness, rent burden and substandard housing should be employed in the admissions process. Transfers should take precedence over new admissions when there is medical justification.

Under the heading, B. Section 8 on page 20, the Annual Plan states that the Section 8 waiting list is merged with public housing and project based certificates program. More detail is required. How are the lists merged? How is selection for Section 8 vouchers made? These very important questions are not addressed in the Annual Plan. Based on the scarcity of private units participating in the Section 8 voucher program, exclusions should be routinely given, not just when a family member is disabled.

The Annual Plan failed to check the box for minimum rent on page 24. Based on the Admissions and Occupancy Policy, the box indicating \$0 should be checked.

V. PERFORMANCE AND EVALUATION REPORT

The RAB has attached to these Comments its Comments submitted on September 26, 2000, pertaining to the Comprehensive Grant. These Comments apply to the Annual Plan as well. The RAB notes that if Bloomsbury Square is sold and new townhouses built (see section below), that capital improvements to Bloomsbury Square would not be necessary. Those funds would be re-allocated for improvements in the other public housing communities. The Resident Advisory Board is requesting direct and meaningful participation in the discussions of the re-allocation of those funds.

VI. HOPE VI AND PUBLIC HOUSING DEVELOPMENT AND REPLACEMENT ACTIVITIES

This section commencing on page 45 states that the Housing Authority does not intend to engage in any mixed finance development activities for public housing in the Plan year. It also states that the Housing Authority does not plan any demolition or disposition activities. This section needs to be amended to address the new developments concerning the Bloomsbury Square community where the State has proposed to purchase the land on which the Bloomsbury Square units are located and to construct new townhouse units on adjacent land owned by the State. While the details of these complicated transactions have not yet been developed, it is important to note that the residents need to be involved as an **equal partner** in all facets of this development. The residents are looking to the Housing Authority for a commitment in the Annual Plan for inclusion in that process. The Housing Authority notes on page 50 that it does not administer any homeownership programs. The residents desire that homeownership be considered as part of the Bloomsbury Square development.

VII. PHA COMMUNITY SERVICE AND SELF-SUFFICIENCY PROGRAMS

The Housing Authority states on page 52 that it has signed a cooperative agreement with the TANF Agency, yet it does not provide the date, as required. The residents recommend that the Housing Authority partner with the local Department of Social Services to administer a HUD Welfare-to-Work voucher program. Furthermore, the residents recommend that preference be given to public housing residents for admission to Section 8.

VIII. PHA SAFETY AND CRIME PREVENTION MEASURES

The Housing Authority has neglected to check the box indicating a need for measures to ensure the safety of public housing residents resulting from “high incidence of violent and/or drug-related crime in some or all of the PHA’s developments”. This box should be checked as should the box indicating a reluctance of applicants to move into some public housing neighborhoods due to the incidence of crime.

IX. RESIDENT PARTICIPATION ON PHA BOARD

The resident who currently serves on the PHA Board was not elected by the residents. The RAB recommends that their representative be elected by the residents and not appointed by the Housing Authority. An appointed representative cannot impartially represent the residents’ interests on the Board of Commissioners.